

**United States Bankruptcy Court
Central District of California**



**FREQUENTLY
ASKED
QUESTIONS
(FAQs)**

March 2005

eFile

Frequently Asked Questions

A. General Information

1. What is *eFile*?

eFile is the Court's user-friendly, Internet-accessible system that enables registered users to file documents from their computers.

2. Is electronic filing mandatory?

Effective June 1, 2005, usage of the Court's *eFile* system is mandatory for those documents that are set up for electronic filing. Those documents are: Chapter 7 and 13 Voluntary Petitions, Motions for Relief from Stay, and Complaints (Adversary Proceedings).

3. What training is required in order to use *eFile*?

None. *eFile* requires little technical expertise beyond basic knowledge of the Internet, Adobe Acrobat, scanning, printing, and similar skills. Help is available by calling the *eFile* Support Center at (213) 894-2365, Monday through Friday, 9:00 a.m. to 4:00 p.m., (excluding federal holidays). Procedures and other orientation materials are available on-line from the *eFile* home page.

4. Do I have to be an attorney to use *eFile*?

Yes. Attorneys must be (a) admitted to the Bar of the State of California and (b) admitted to practice before the United States District Court, Central District of California. For more information on admission to the United States District Court, contact the Attorney Admissions Clerk at (213) 894-2085, Monday through Friday, 8:30 a.m. to 4:00 p.m., (excluding federal holidays). Attorney admissions information is also available at the District Court's web site: <www.cacd.uscourts.gov>.

If you are an out-of-state attorney, you must be a member in good standing of, and eligible to practice before, the bar of any United States court and have local sponsoring counsel pursuant to Local Bankruptcy Rule 2090-1(b)(3).

5. How do I access eFile?

From your web browser, go to the Court's web site: [<www.cacb.uscourts.gov>](http://www.cacb.uscourts.gov). From the menu on the left side, select **Electronic Services → eFile**.

6. Do I need to register for eFile?

Yes. You must register in order to use the eFile system.

7. How do I register for eFile?

- a. From the eFile home page, select the **Register Me Now!** option, and complete the registration form. See the eFile Registration Procedures for further instructions.
- b. Valid credit card information must be provided at the time of registration. The Court currently accepts American Express, Discover, MasterCard, and VISA for payment of fees incurred for electronic filing.

8. What is the difference between the “registrant,” “transaction,” and “backup” eFile e-mail addresses?

The “registrant” e-mail address will receive messages concerning your initial registration and password information. Updates to your registration and error messages indicating a transaction is pending which requires action will also be sent to this e-mail address. System maintenance e-mails and e-mails with information pertaining to eFile are also sent to the registrant e-mail address.

The “transaction” e-mail address will receive all filing transactions and transactional error messages.

The “backup” e-mail address is optional. Copies of all messages sent to the registrant and transaction e-mail addresses will be sent to the backup address if you enter an e-mail address in this field.

9. Can the same address for the “registrant” and “transaction” eFile e-mail addresses be used?

Yes. The “transaction” e-mail address defaults to the same address you entered as the “registrant” e-mail address. You may enter another address if you want the “registrant” and “transaction” e-mail addresses to be different.

10. How do I change my password?

Log into the *eFile* system and select ***Change My Password*** from the Main Menu. You will be asked to enter your current password, provide a new password and to confirm your new password.

11. What if I forget my username?

You can request that your username be e-mailed to you from the *eFile* home page. Select ***Forgot Your Username?***. Enter your ***e-mail address*** in the **Registrant's E-mail address** field. Then click on ***Submit Request***. Your username will be e-mailed to you within one business day.

12. What if I forget my password?

You can request a temporary password from the *eFile* home page. Select ***Forgot Your Password?***. Enter your ***username*** in the **Username** field and your ***e-mail address*** in the **Registrant's E-mail address** field. Then, click on ***Submit Request***. A temporary password will be e-mailed to you within one business day.

NOTE: Passwords are case sensitive

13. I've changed law firms or want to use a new e-mail address, but I am not able to change this information when I click on "Update My Registration." What can I do?

Access to registration fields with gray backgrounds is restricted. If you need to change any information in one of the restricted fields, you will need to complete a new registration. Keep in mind that certain information used on a previous registration may not be listed again when re-registering. Contact the *eFile* Support Center at (213) 894-2365 for additional information on making changes to your account.

14. How do I update my credit card information?

Log into the *eFile* system and select ***Update My Registration*** from the Main Menu. On the **Registration Update Request** screen, change your credit card information in the Billing Information section, and click on ***Submit***. The Court will verify your credit card information and update your *eFile* account.

15. What hardware and software do I need?

- a. A personal computer running a standard platform, such as Windows XP, Windows 95/98, Windows ME, Windows NT 4.0/2000, or Macintosh OS.

- b. Internet access.
- c. An e-mail address that is configured to send and receive attachments. You should be aware of any mailbox size limitations imposed by the e-mail provider. Your address should support a minimum of 10MB.
- d. Microsoft Internet Explorer 4.x and above or the latest version of Netscape Navigator. Please see General Information FAQ #15 for specific browser settings.
- e. The full version of Adobe Acrobat which contains both Adobe Acrobat PDF Writer and Adobe Acrobat Reader. PDF Writer is necessary for converting documents from a word processor format to a Portable Document Format (PDF) file. **All documents submitted through eFile must be in PDF.** Acrobat Reader is necessary for viewing PDF files.
- f. A scanner with a document feeder that accommodates 25 or more pages, supports a minimum resolution of 200 dpi (dots per inch). If you wish to submit a hard copy document that is not available in your word processing program, you will need a scanner to scan the document and save it as a PDF file.

16. What are the browser requirements?

For best viewing, set the resolution on your monitor to 800 x 600 pixels.

- a. Microsoft Internet Explorer
 - (1) Currently, *eFile* supports Microsoft Internet Explorer 4.x and above. To protect your privacy, 128-bit encryption is recommended. To determine the level of encryption you have, click on **About Internet Explorer** from the Help menu. If you have 40-bit encryption and wish to upgrade to 128-bit encryption, you may download the patch from Microsoft's web site at:

[<www.microsoft.com/windows/ie/downloads/recommended/128bit/default.asp>](http://www.microsoft.com/windows/ie/downloads/recommended/128bit/default.asp)
 - (2) Java and Java Script must be enabled in order to use *eFile*. To check the settings for Java and Java Script: (1) Click on **Internet Options** from the Tools Menu. Click on the **Security** tab and then click on **Custom Level...**. Scroll down to **Java permissions** under the **Microsoft VM** section. Make sure that **Disable Java** is not selected; (2) scroll to **Active scripting** under **Scripting** and make sure that **Enable** is selected; and

(3) scroll down to **Scripting of Java applets** and make sure that **Enable** is selected.

(3) Cookies must be enabled in order to use *eFile*. To check the settings for cookies, click on **Internet Options** from the Tools menu. Click on the **Privacy** tab and make sure that cookies are not blocked.

(4) Java (Sun) must be disabled (if you have it). Additionally, TLS 1.0 must be disabled; and JIT compiler must be enabled. To check the settings for these options: (1) click on **Internet Options** from the Tools Menu. Click on the **Advanced** tab and scroll down to **Java (Sun)**. Make sure **Use Java 2 v1x.xx for (applet)** is not checked; (2) scroll down to **Microsoft VM** and make sure that **JIT compiler for virtual machine enabled** is selected; and (3) scroll down to **Security** and make sure **Use TLS 1.0** is not checked.

b. Netscape Navigator

(1) If this is your preferred browser, you must have the latest version installed on your computer.

c. America Online

(1) If AOL is your Internet Service Provider (ISP), we recommend that you use Microsoft's Internet Explorer browser rather than AOL's browser. The AOL browser has not been tested for use with *eFile*.

17. Are there any font restrictions when creating PDF attachments?

Yes. Do not embed Type 1 fonts.

18. Is there a restriction on the page size that can be used when creating my PDF attachments?

Yes. Use only letter and/or legal size.

19. What are the hours of operation for *eFile*?

eFile is available 24 hours a day, 7 days a week; however, there may be times when the system is not available due to scheduled maintenance, etc. Notification of these instances will be posted on the Court's web site. Click on **Electronic Systems Status** (top right-hand corner of the home page) for current system status.

20. Is there an additional fee for filing electronically?

No. The filing fees are the same as if you were filing at the Intake window.

21. How are filing fees paid?

For fee-based filings, the Court will process a charge against the credit card which is registered under your *eFile* account.

22. Who do I contact if I find an *eFile*-related discrepancy on my credit card account?

Contact the *eFile* Support Center at (213) 894-2365, Monday through Friday, 9:00 a.m. to 4:00 p.m., (excluding federal holidays).

23. Which Central District bankruptcy judges participate in the *eFile* program?

All Central District bankruptcy judges participate in the *eFile* program.

24. What if I enter an invalid case number?

You will receive an error message and will not be able to proceed. Return to the Main Menu and enter a valid case number.

25. What if I enter a closed or dismissed case number?

You will receive an error message and will not be able to proceed. Return to the Main Menu, and enter the case number again to verify that your entry is correct.

26. What if I enter an ineligible case number?

You will receive an error message and will not be able to proceed. Verify that the case number is correct.

27. What guidelines should be followed for entering information into data fields?

eFile's forms allow the user to enter alphanumeric characters in specified fields. At the time of submission, the user is prompted if any required field is incomplete.

Exercise care when entering data into any text or free-form text fields. Characters such as dashes, colons, slash marks and ampersands may cause disruption of the transfer of data entered by the user. Incomplete entries involving open parentheses, brackets and quotation marks may also interfere with data transfer. Do not use all uppercase letters when entering

text. **Review all entries as improper use or insertion of errant characters will cause filing delays.**

28. How do I save a document that I am working on but not ready to submit?

Each *eFile* form has a "Save Draft" button, which will allow you to save your document. Draft documents are not officially filed with the Court. Any documents that you save will appear under **INCOMPLETE DOCUMENTS** (*eFile* Main Menu). Additionally, if an *eFile* Administrator contacts you and indicates that a document is being returned for "correction," it may be found under **INCOMPLETE DOCUMENTS**.

29. I received the Court's confirmation message containing the link to my document; but, I have deleted the message. Is there another method I can use to retrieve my document?

Yes. Two features for retrieving your document are available from the *eFile* Main Menu.

(a) Pending Proof of Service. From the *eFile* Main Menu, select either **Motions** or **Complaints** from the drop-down menu. Click on **PENDING PROOF OF SERVICE** to retrieve a list of all documents awaiting the filing of the Proof of Service. For Motions, the transaction ID, case number, form, and movant will display. For Complaints, the transaction ID, bankruptcy case number, adversary number, plaintiff, and filer will display. Click on the **Transaction ID** and follow the steps located at the bottom of the form to upload your Proof of Service PDF file.

(b) Document History. This feature separates all transactions you have submitted to the Court into two categories: Proposed and Filed. From the *eFile* Main Menu, click on **DOCUMENT HISTORY**. Double-click on either **Proposed** or **Filed** to display a list of transactions found in each group. The transaction ID and case information will display. Click on the **Transaction ID** to retrieve the document.

30. How do I obtain additional help?

For additional help, you may contact the *eFile* Support Center at (213) 894-2365, Monday through Friday, 9:00 a.m. to 4:00 p.m., (excluding federal holidays).

B. Chapter 7 and 13 Voluntary Petitions (See Section C for FAQs pertaining to Chapter 7 Voluntary Petitions ONLY.)

1. Can an incomplete petition be filed via eFile?

Yes. Depending on the documents submitted, the system will issue a *Case Commencement Deficiency Notice* (CCDN) and/or *Order to Comply* (ORCO); however, the documents to complete the filing must be filed at the Intake window of the divisional office in which the case is pending.

2. Will additional time be given to respond to a CCDN or ORCO issued through eFile?

No additional time will be given for submission of required documents. Motions to extend the time to file schedules cannot be filed electronically and must be filed at the Intake window of the divisional office in which the case is pending.

3. What are the minimum requirements to electronically file a voluntary petition?

The (1) first two pages of the voluntary petition, (2) *Electronic Filing Declaration of Debtor(s)* for individual(s) (if filing under chapter 7 and the debtor type is individual(s) or if filing under chapter 13), or the *Electronic Filing Declaration of Authorized Signatory of Debtor* for corporations and partnerships, (3) *Electronic Filing Declaration of Attorney for Debtor(s)*, and (4) Master Mailing List.

4. Will all of the petition pages be completed online?

No. Only the voluntary petition pages and document description are entered online. The *Electronic Filing Declaration of Debtor(s)* for individual(s) or the *Electronic Filing Declaration of Authorized Signatory of Debtor* for corporations and partnerships and the *Electronic Filing Declaration of Attorney for Debtor(s)* are scanned into a single PDF file. The schedules, Statement of Financial Affairs, and other documents are scanned into a separate PDF file.

NOTE: The documents must be scanned in the order listed in section D, "Order of Documents for the Chapter 7 Schedules PDF File," or section E, "Order of Documents for the Chapter 13 Schedules PDF File," of the *eFile* Chapter 7 and 13 Voluntary Petition Procedures.

5. When preparing the petition online, how is/are the signature(s) of the debtor(s) submitted?

The debtor(s) must sign the *Electronic Filing Declaration of Debtor(s)* for individual(s), and the debtor's authorized signatory must sign the *Electronic Filing Declaration of Authorized Signatory of Debtor* for corporations and partnerships. The attorney must sign the *Electronic Filing Declaration of Attorney for Debtor(s)*. Scan and save the declarations as a single PDF file. The attorney will need to upload the file when prompted to do so.

6. Should the *Statement of Social Security Number(s)* (Form B21) be included as part of the PDF attachments?

No. All documents submitted via the *eFile* system are imaged and placed on the case docket when the petition is processed. The attorney should maintain the original Form B21 with the hard copy of the petition, schedules, and statements as attested to in the *Electronic Filing Declaration of Attorney for Debtor(s)*.

7. If the debtor's business name begins with "Mr." or "Mrs." should it be included as part of the business name in that field?

Yes. For example, if the debtor's name is MRS. GRAHAM'S COOKIES, enter the full name.

8. What is the order of documents for the PDF file?

Please refer to section D, "Order of Documents for the Chapter 7 Schedules PDF File," or Section E, "Order of Documents for the Chapter 13 Schedules PDF File," of the Chapter 7 and 13 Voluntary Petition Procedures.

9. What are the requirements for preparing the Master Mailing List?

The attorney will need to prepare the Master Mailing List in Text ASCII-readable format and save it with a .TXT extension **regardless of the number of creditors**. No diskette is required. Please refer to section B, "Creditor File (Master Mailing List)," of the *eFile* Chapter 7 and 13 Voluntary Petition Procedures.

10. Can the system handle a creditor who has a foreign address?

Yes. See section B.2.b. of the Chapter 7 and 13 Voluntary Petition Procedures for formatting examples.

11. What should I do if the Creditor Address Editor does not open after I upload my .TXT Creditor File?

If you click on **Continue** and the Creditor Address Editor still does not open, it may be caused by software you are using that blocks pop-up boxes. You will need to disable the pop-up blocker in order to proceed.

12. What should I do if Adobe Acrobat does not open after I click on *Print Petition for Signature*?

Adobe Acrobat may not open if you are using software that blocks pop-up boxes. You will need to disable the pop-up blocker in order to proceed.

13. Could an electronically submitted petition be rejected?

Yes. If the *Electronic Filing Declaration of Debtor(s)* for individual(s) is missing the signature(s) of the debtor(s) or the debtor's authorized signatory did not sign the *Electronic Filing Declaration of Authorized Signatory of Debtor* for corporations and partnerships, the petition will be rejected.

14. After the petition has been processed by the eFile Administrator and accepted for filing, how long will it remain in the eFile system?

The document will remain in the eFile system for 30 days. There are no time constraints for accessing the documents through webPACER.

15. If a petition is submitted on Saturday to stop a foreclosure scheduled for Monday, what date is considered the actual file date?

The filed date is the date the petition was submitted by the filer if the petition is accepted for filing. However, you will not receive a confirmation copy with a bankruptcy case number until the following Monday **if the petition is accepted for filing**. If you would like to speak to an eFile Administrator, please call the eFile Support Center at (213) 894-2365, Monday through Friday, 9:00 a.m. to 4:00 p.m., (excluding federal holidays).

C. Chapter 7 Voluntary Petitions ONLY

1. Can an involuntary petition be filed via eFile?

No. Only voluntary petitions will be accepted.

2. What is a batch filing?

A batch filing is defined as 2-10 petitions submitted **on the same date by division** and designated as a batch. We will assign petitions in a batch to the same trustee and schedule them for the same 341(a) date and time (when scheduling permits).

3. How do I designate petitions for batch filing?

Select ***Petition to be included in batch filing*** under Processing Instructions (page 1 of the electronic petition).

4. Can petitions from different divisional offices be included in the same batch?

No. Additionally, petitions filed for the Northern Division must be batched by county, i.e., petitions for Ventura County must be in a separate batch, Ventura County must be in a separate batch, and Santa Barbara County must be in a separate batch.

5. Is there a minimum and/or maximum number of petitions that can be included in a single batch?

Yes. Two is the minimum, and ten is the maximum.

6. Is there a limit on the number of batches I can submit in the same day?

No. You may submit as many batches as you like.

7. What should I do if I did not designate the last petition in a batch?

Notify the *eFile* Support Center that you have completed a batch.

8. What is the latest time I can submit a petition and have it included in the same day's batch?

11:59 p.m. Pacific Time. Anything filed at 12:00 a.m. (midnight) and after will receive the following day's date.

D. Complaints (Adversary Proceedings)

- 1. Does the B.104 Form (Adversary Cover Sheet) need to be submitted as part of my PDF file?**

No. The Adversary Proceeding Sheet created through *eFile* replaces the B.104 Form and will list the party names and applicable alias names you entered.

- 2. (a) If a complaint is filed through *eFile*, does a Summons and Notice of Status Conference (Form F 7004-1) and a self-addressed, stamped envelope need to be submitted? (b) How does the Court provide the filing party with an issued summons for service on the interested parties?**

a. No. A Summons is automatically created from the information entered on the Adversary Proceeding Sheet.

b. Once the *eFile* Support Center has processed the adversary, the attorney will receive an e-mail message containing a link to the complaint package. Print the “filed” complaint, issued Summons, and the judge’s instructions (if any) from this link.

- 3. When completing the Adversary Proceeding Sheet online, is the submission of a complaint still required?**

Yes. The complaint is required to initiate an adversary proceeding, whether it is filed through Intake or through *eFile*. For electronic complaints, you must first draft the complaint as a pleading in the format outlined in Local Bankruptcy Rule 1002-1, then scan it into a PDF file.

- 4. What is the order of documents for the PDF file?**

The first document must be the complaint followed by all exhibits and supporting documentation.

- 5. Are there any limitations on the number of parties that can be entered when submitting an adversary through *eFile*?**

Yes. The attorney may enter a maximum of six plaintiffs and six defendants when completing the Adversary Proceeding Sheet through *eFile*. You will receive an error message if you attempt to exceed this limit. You may enter up to three aliases for each party listed in your complaint. If the adversary contains more than six plaintiffs or defendants, your complaint may still be submitted through *eFile*. Be sure to include all parties (secondary plaintiffs and defendants) on the face page of your complaint (pleading). A member of the Clerk’s Office will add each additional party’s information to the official adversary docket for this proceeding.

6. How should names be entered on the Adversary Proceeding Sheet?

The United States Bankruptcy Court for the Central District of California has established standards on how party names are formatted in its Case Management System (CMS). Name fields on the Adversary Proceeding Sheet conform to those standards. Names may be entered as either (1) individual or (2) non-individual. **The guidelines used solely for completing the name fields on the Adversary Proceeding Sheet are not intended to argue legal issues concerning the party's capacity or authority in the proceeding.** See section C. of the *eFile* Complaint Procedures for detailed instructions.

7. How should an address of a party residing outside the United States be entered?

If a party resides outside the United States and its territories, the address(es) (international) cannot be entered. The attorney must bypass the address fields for any party having a foreign address when completing the Adversary Proceeding Sheet online. You should also contact the *eFile* Support Center at (213) 894-2365 to alert the administrator that there is a foreign address. Include the complete address of the party on your Proof of Service list (Summons Service Executed). Address information listed can be added by the case administrator directly into the Court's CMS, as applicable.

8. How can the attorney reference a related adversary that has already been filed with the Court?

Complete all fields in the "Related Adversary Proceeding, If Any" section.

9. Two or more related adversaries on the same case are being submitted. How should the attorney let the Court know these transactions should be related adversaries for the same case?

The transactions must be for the same bankruptcy case and be submitted on the same day. Verify the case information shown in the "Bankruptcy Case in Which This Adversary Proceeding Arises" section. If the attorney chooses to list related concurrently filed adversary proceedings, complete all fields in the "Related Adversary Proceeding, If Any" section. Type **Concurrent** in the Adversary Number field. The *eFile* Support Center will note entries in Related Adversary Proceeding when processing the transactions.

10. Can an “Application for Removal” or a “Complaint For Removed Proceeding” be submitted through eFile?

No. Only adversaries which are original proceedings are eligible for filing through *eFile*, with certain exceptions. Complaint types such as “Application for Removal” or “Security Investors Protection Act” are ineligible under *eFile*. Adversaries accompanied by a Temporary Restraining Order, emergency injunctions and emergency or *ex parte* motions should be submitted to the Intake Section of the divisional office within the Central District of California where the main case is pending.

11. Where should the name and address of a defendant’s attorney be entered?

Enter the name and address of the attorney for a defendant in the fields provided. If a defendant is a debtor, this information will be automatically retrieved from the Court’s CMS. The attorney may accept the data that appears or modify it if needed.

12. Are there any tips for entering additional text in “Cause of Action” on the form?

You may enter up to 200 characters in this box. Do not use all uppercase letters when entering text. If you choose to include a citation, do not insert the section symbol (§). Type in the word **section** wherever necessary.

13. A party was omitted when the adversary was filed through eFile. Can an amended complaint be submitted through eFile?

No. *eFile* is designed to accept only initial filings; therefore, any amendment to an adversary must be submitted to the Intake Section in the divisional office where the case is pending within the Central District of California.

14. If the wrong box in the “Filing Fee” field was checked, how can this be corrected before the adversary is submitted?

Click on ***Plaintiff Add/Edit*** and make sure you have selected the correct party type. The entries made in the Plaintiff general information section impact the filing fee displayed on the Adversary Proceeding Sheet. The *eFile* Support Center cannot adjust any filing fee fields after you have filed your adversary with the Court.

15. Even though multiple plaintiffs and defendants are entered on the Adversary Proceeding Sheet, why aren't all the parties listed on the Summons?

Only the primary plaintiff and primary defendant names will appear on the face page of the Summons. The primary plaintiff and primary defendant information entered may be found on the first page of the Adversary Proceeding Sheet. Additional parties' (plaintiff and defendant) information may be found on page 2 of the Adversary Proceeding Sheet in the appropriate sections.

List all parties and their respective alias names and capacities on the face page of your complaint (pleading) and serve the entire package on the interested parties in this proceeding.

16. What are the advantages of submitting the Proof of Service (Summons Service Executed) through eFile rather than Intake?

You will be able to view and print the image of your "filed" Proof of Service (Summons Service Executed) using the Court's link. By contrast, Proof of Service (Summons Service Executed) documents submitted through Intake are not imaged; so you must submit an extra copy in order to receive a conformed copy.

E. Motions for Relief From Stay

1. The text box in item 1b. on page 3 of the F 4001-1M.RP (real property) form is not large enough for me to enter the entire legal description of the property. What should I do?

You may enter as much of the legal description as will fit in this text box, or you may enter either the document recording information or the assessor's parcel number (include county and state). You may also select item 1c. and attach the complete legal description as page 1 of your PDF file.

2. What if I submit an incorrect Proof of Service?

You must file the correct Proof of Service at the Intake window at the court location where the case is pending. When filing, attach a face page of the Motion to the back of the Proof of Service. Failure to timely submit the correct Proof of Service may result in your Motion being rescheduled or denied in accordance with Local Bankruptcy Rules 9013-1 and 7004-1(b). Please refer to the specific judge's instructions to determine whether or not a courtesy copy of the Proof of Service should be delivered to chambers.

3. How does *eFile* impact the time I have to serve a Motion?

eFile does not change the time required to serve your electronically filed Relief From Stay Motion. When selecting a hearing date from the self-calendaring menu, allow adequate time (depending on the method of service) to properly serve the Motion.

4. How do I request extraordinary relief when submitting Motions via *eFile*?

The extraordinary relief attachment is an optional form; therefore, it is recommended that you check with the judge's courtroom deputy to determine if this form is required as part of the Motion for Relief From Stay being submitted for filing. Should you elect to submit the extraordinary relief attachment, include this form with the PDF file containing exhibits and other supporting documentation.

5. Is there a restriction on the number of pages that can be included in the PDF file?

No. However, large PDF files may cause delays when submitting and receiving documents via the *eFile* system. This may change as the *eFile* system expands to allow different types of filings.

6. How does a case conversion impact *eFiled* motions?

Changes to the case chapter may impact the hearing dates available. Prior to selecting a hearing date from the self-calendaring menu, verify the chapter and trustee assignment. The *eFile* Support Center will contact you only if a different hearing date and time are required.